



Social Media Use For Board Members Policy

Date Created: 04/12/2023

Approved By: TRM Board of Directors

Date Approved: 04/18/2023

The Three Rivers Montessori School Board of Directors will follow these guidelines when using social media

Think before you post: Be cautious about the content you post on social media. Consider whether you would be comfortable seeing your post on the front page of a newspaper. Also, ask yourself whether you would want your own children or the students of the school district to view your post as a good example of communication. Be responsible in what you post.

Be mindful of the information you share: Do not disclose personal information about students, employees, yourself, other board members, or citizens. Do not share information that the school district has contractually agreed to keep confidential, such as proprietary information, trade secrets, and security information. Think before sharing legally protected privileged information, such as attorney-client, physician-patient, and other privileged information recognized by a court.

Social media is not a place for private conversations: Bear in mind that social media sites are not suitable for private conversations. Instead, use face-to-face meetings or telephone conversations when appropriate.

Do not let negative emotions dictate your posts: Do not post information that you may regret later due to anger or other negative emotions. Consider whether you would be ashamed of your post if you read it months or years later. Remember that what you put on social media sites, emails, text messages, and chat rooms can spread quickly and may remain on the internet permanently. Refrain from posting statements that are harassing, discriminatory, defamatory, or terroristic, as they may subject board members and possibly the school district to legal action. Be polite.

Use appropriate language: Do not use abusive, profane, threatening, or offensive language. Use suitable language and avoid swearing, vulgarities, or other inappropriate language.

Do not engage in self-promotion or commercial activities: Do not use social media to promote yourself, sell items, or advertise anything associated with the school district.

Do not conduct board business on social media sites: Use social media to listen or read about others' opinions, make announcements, engage in conversations, and obtain feedback. Refrain from conducting board business on social media sites.



Social Media Use For Board Members Policy Cont.

Follow relevant policies and laws: Comply with relevant policies, including school district policies regarding acceptable use, student records, harassment and discrimination, and copyright laws. Follow the internet service provider's terms and website disclaimers, terms of use, and privacy policies. Adhere to federal, state, and local laws, including the open meetings act and public records act.

Additionally, respect the rights of other users to an open and hospitable technology environment, regardless of their race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression and identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability.